



VA TMS Quick Reference Guide



Talent
Management
System

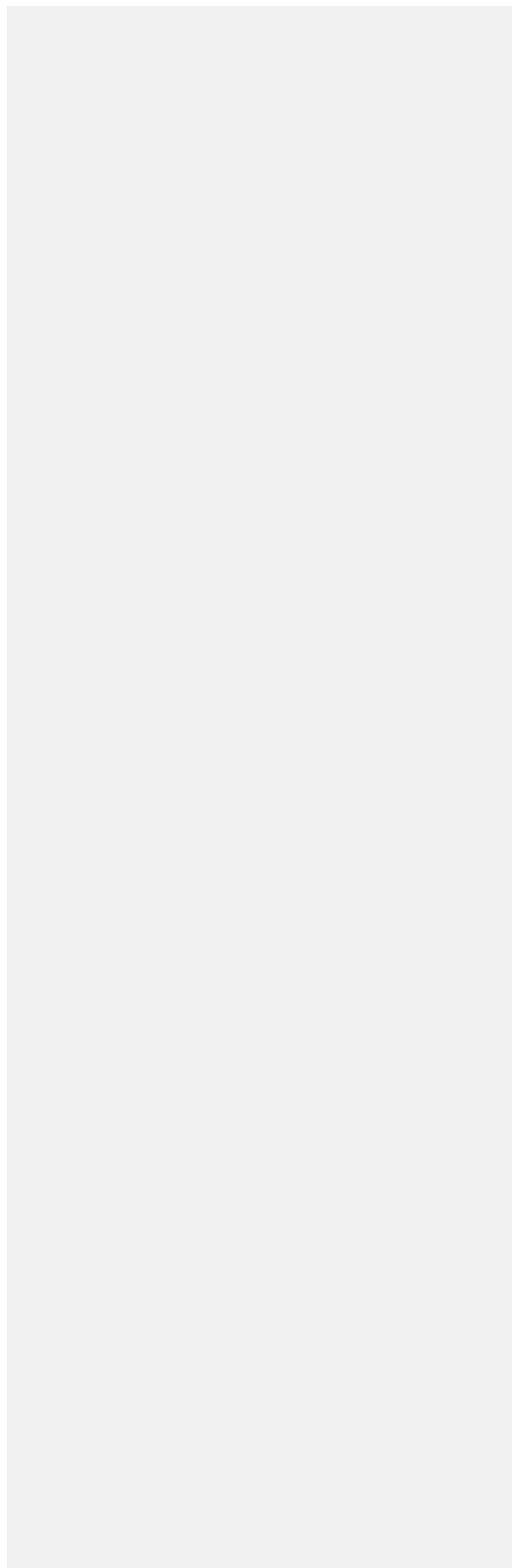




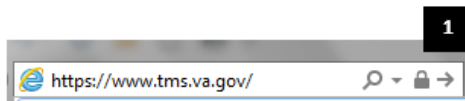
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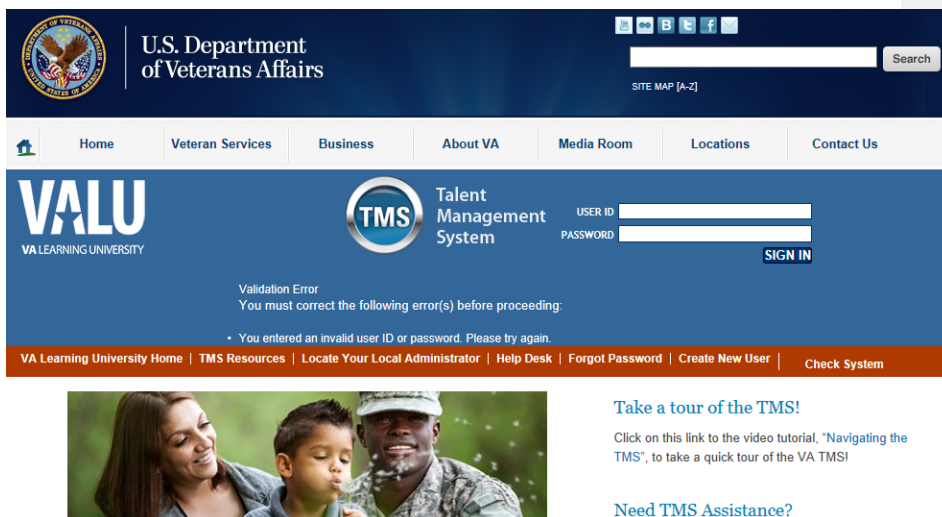


Access the VA TMS

1. Enter <https://www.tms.va.gov> in your Web browser address field and press **Enter**.



2. The VA TMS sign-in page will display. You have successfully accessed the VA TMS.



Sign In to the VA TMS as a New User

1. On the VA TMS sign-in screen, enter your **User ID** in the User ID field. (**Note:** See Helpful Hint below.)
2. Enter **NewTMS#1** in the Password field. This is your temporary password.
3. Select **Sign In**. You have successfully signed in to the VA TMS as a new user.



The screenshot shows the VA TMS sign-in interface. At the top, there are navigation links: Business, About VA, Media Room, Locations, and Contact. Below these is a blue header with the TMS logo and the text 'Talent Management System'. The sign-in form consists of two input fields: 'USER ID' and 'PASSWORD', both outlined in red. A 'SIGN IN' button is also outlined in red. Numbered callouts are present: '1' points to the USER ID field, '2' points to the PASSWORD field, and '3' points to the SIGN IN button. At the bottom, there is a footer with links: 'Contact Your Local Administrator', 'Help Desk', 'Forgot Password', 'Create New User', and 'Check Status'.

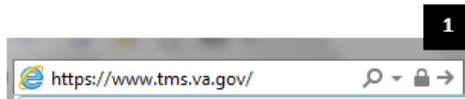
Helpful Hint:

Your user ID is in this format: LASTNAME.FIRSTNAMEmmdd (e.g., SMITH.JOHN0501)

- LASTNAME = Your last name, with no hyphen, followed by a period (.)
- FIRSTNAME = Your first name
- mm = The two-digit month of your birth (January = 01, June = 06, December = 12)
- dd = The two-digit day of your birth (01, 15, 30)

Sign In and Out of the VA TMS as an Established User

1. Enter <https://www.tms.va.gov> in your Web browser address field and press **Enter**.



2. On the VA TMS sign-in page, enter your **User ID** in the User ID field.
3. Enter your **password** in the Password field.
4. Select **Sign In**.



5. To end your current session and sign-out of the VA TMS, select **Sign Out** in the upper right corner of any VA TMS page. You have successfully signed in and out of the VA TMS as an established user.



Commented [MM1]: I wonder if "change password" and "forgot password" should come after this step - so, they will have completely set up their account before throwing in steps for later?

Create a New Password

After signing in with the temporary password, the **Password Expired** page appears and you must follow the steps below to create a new password:

1. Enter the temporary password (NewTMS#1) in the **Old Password** textbox.
2. Create a new password and enter it in the **New Password** textbox (**Note:** See Helpful Hint below).
3. Enter your new password again in the **Verify Password** textbox.
4. Select **Apply Changes**. You have successfully created a new password.

User Password has expired. Please Change User Password.

* = Required Fields

The user's password has to be compliant with the following rules:

- The password must contain the following types of characters:
 - a. English lowercase letters.
 - b. English uppercase letters.
 - c. Arabic numerals(0,1,2,...9).
 - d. Non alphanumeric special characters (!@#\$%^&* _+~{}|[]:'?.,/)
- Characters cannot be repeated more than twice in a row.
- The password cannot contain user name (login ID).
- The password cannot contain user's first name and last name.
- The new password cannot be same as any of the previous 3 passwords.
- Password cannot be same as the E-Signature PIN.
- Password cannot contain the words or phrases within the VA Prohibition list
- The length of the password must be between 12 and 16 characters.

* Old Password :	<input type="text"/>	1
* New Password :	<input type="text"/>	2
* Verify Password :	<input type="text"/>	3

4	<input type="button" value="Apply Changes"/>	<input type="button" value="Reset"/>
---	--	--------------------------------------



Helpful Hint:

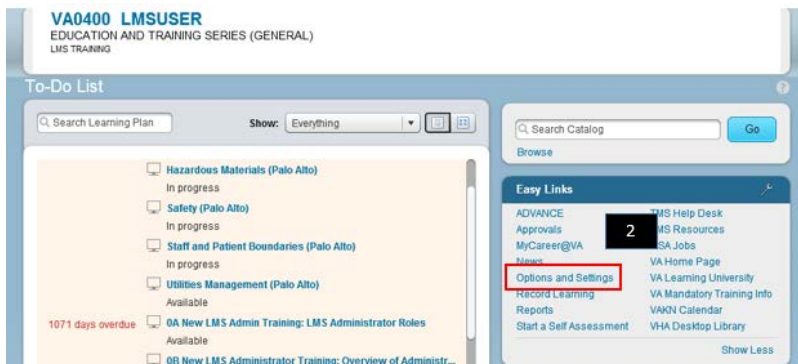
To meet VA strong password rules, your password must:

- Be 8-12 characters long
- Contain both uppercase and lowercase letters, and at least one of the following:
 - Arabic numeral (e.g., 0, 1, 2, 3, 4, 5, 6, 7, 8, 9)
 - Special character (e.g., !@#\$%^&*()-_+=\{}[]<>?/'";:~\|)
 - Not contain your user ID, first name, or last name



Create Your Security Questions and Answers

1. Navigate to the **User** home page.
2. Select the **Options and Settings** easy link.



3. On this page, you can create your security questions and answers. Select the **drop-down arrow** of the first security question.

Update Account Security Information

* = Required Fields

Password: *****
 * Question 1 What is the name of your favorite childhood friend? ▼ 3
 * Response
 * Confirm Response
 * Question 2 In what city or town was your first job? ▼
 * Response
 * Confirm Response

- Select a new security question from the drop-down list.

Update Account Security Information

* = Required Fields

Password: *****
 * Question 1 What is the name of your favorite childhood friend?
 * Response In what city does your nearest sibling live?
 * Confirm Response What street did you live on in third grade?
 * Question 2 In what city or town was your first job?
 * Response What is your oldest sibling's middle name?
 * Confirm Response What is your oldest cousin's first name?
 In what city or town did your mother and father meet?
 In what city did you meet your spouse - significant other?
 What was the name of your first stuffed animal?
 What is the first name of the boy or girl that you first kissed?

- Enter a response and confirm your response. (**Note:** Your response is case sensitive.)

Update Account Security Information

* = Required Fields

Password: *****
 * Question 1 What street did you live on in third grade?
 * Response
 * Confirm Response
 * Question 2 In what city or town was your first job?
 * Response
 * Confirm Response

- Select the **drop-down arrow** of the second security question.

Update Account Security Information

* = Required Fields

Password: *****
 * Question 1 What is the name of your favorite childhood friend?
 * Response
 * Confirm Response
 * Question 2 In what city or town was your first job?
 * Response
 * Confirm Response

7. Select a new security question from the drop-down list.

Update Account Security Information

* = Required Fields

Password: *****
 * Question 1 What street did you live on in third grade?
 * Response
 * Confirm Response
 * Question 2 In what city or town was your first job?
 * Response What is the name of your favorite childhood friend?
 In what city does your nearest sibling live?
 What street did you live on in third grade?
 What is your oldest sibling's middle name?
 What is your oldest cousin's first name?
 In what city or town did your mother and father meet?
 In what city did you meet your spouse - significant other?
 What was the name of your first stuffed animal?
 What is the first name of the boy or girl that you first kissed?
 * Confirm Response

8. Enter a response and confirm your response. (**Note:** Your response is case sensitive.)
9. Select **Apply Changes**. You have successfully updated your security questions.

Update Account Security Information

* = Required Fields

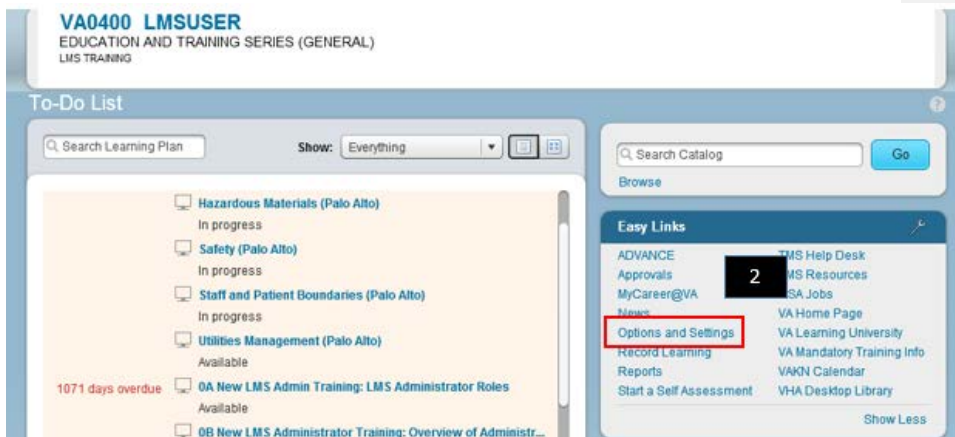
Password: *****
 * Question 1 What street did you live on in third grade?
 * Response
 * Confirm Response
 * Question 2 In what city or town was your first job?
 * Response
 * Confirm Response
 8
 9
 Apply Changes Reset

Helpful Hint:

- Your security answer is case-sensitive.

Change Your Password

1. Navigate to the **User** home page.
2. Select the **Options and Settings** easy link.



3. On this page, you can update your account security information. Select **Password**.

Update Account Security Information

* = Required Fields

Password: 3

* **Question 1** What is the name of your favorite childhood friend? ▼

* **Response**

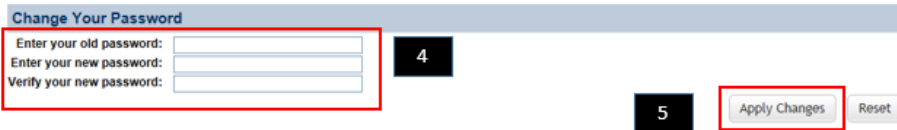
* **Confirm Response**

* **Question 2** In what city or town was your first job? ▼

* **Response**

* **Confirm Response**

4. Enter your **old password**. Enter your **new password** and then verify it. Be sure to follow the password requirements listed on this screen.
5. Select **Apply Changes**. You have successfully changed your password.



Helpful Hint:

To meet VA strong password rules, your password must:

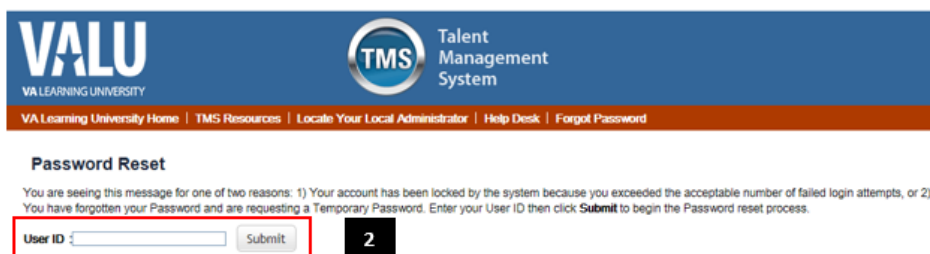
- Be 8-12 characters long
- Contain both uppercase and lowercase letters, and at least one of the following:
 - Arabic numeral (e.g., 0, 1, 2, 3, 4, 5, 6, 7, 8, 9)
 - Special character (e.g., !@#\$%^&*()-_+=\{}[]<>?/";:~\|)
 - Not contain your user ID, first name, or last name

Retrieve a Forgotten Password

1. Select the Forgot Password link on the VA TMS sign-in page.



2. Enter your **User ID** in the textbox and select **Submit**. Your password will be sent to your email account. You have successfully retrieved a forgotten password.



Password Reset

You are seeing this message for one of two reasons: 1) Your account has been locked by the system because you exceeded the acceptable number of failed login attempts, or 2) You have forgotten your Password and are requesting a Temporary Password. Enter your User ID then click **Submit** to begin the Password reset process.

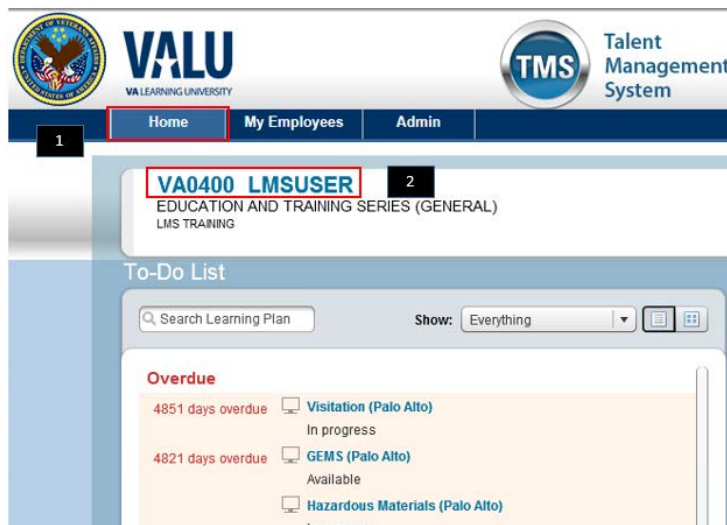
User ID

Helpful Hint:

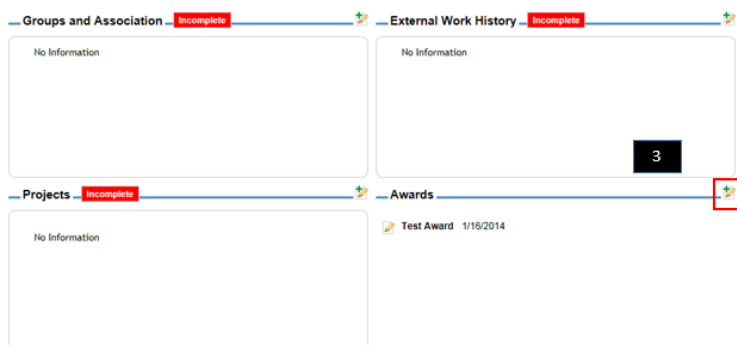
- If you are unable to receive your password via email, contact your supervisor or local VA TMS administrator for assistance.

Update Your Talent Profile

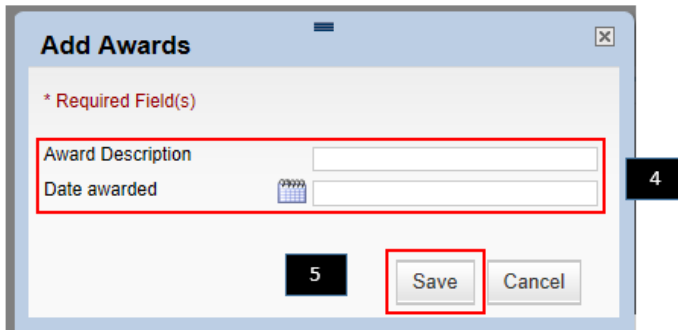
1. Navigate to the **User** home page.
2. Select your **User Name** link.



3. This page displays your talent profile. You can edit any section that has a pencil icon next to it. For example, select the **pencil icon** next to Awards.




4. Add an **Award Description** and **Date Awarded**.
5. Select **Save**. You have successfully added an award to your talent profile. Continue to add information to your talent profile by selecting the pencil icon in the different areas.



Add a Supervisor

1. Access your talent profile (by selecting your name link on the home page) and select the **pencil icon** next to **Employee Information**.

Employee Information 


User ID:	LMSUSER.V0400	1
Employee Type:	VA Employee	
Employee Status:	Full Time	
Number of Direct Reports:	1	
Domain:	Load Test Domain	
Role:	System Default User Role	

2. Select the **Supervisor ID magnifying glass icon**.


Edit Employee Information

* Required Field(s)

2

Supervisor ID 

Resume Location

Coach ID 

Summary Statement

3990 characters remaining

eProfile ID:

Save Cancel

3. Enter your search criteria and select **Search**.

Search Users

Enter a value for each field that you want to use to filter your search. Click Search to display the results.

Case sensitive search: ☐ Yes ☒ No

User ID: Starts With

Last Name: Starts With

First Name: Starts With

Middle Initial: Starts With

Role ID: Starts With

User Status: ☒ Active ☐ Not Active ☐ Both

Profile Status: ☐ Active ☐ Expired ☒ Both

Status: ☐ Locked ☐ Unlocked ☒ Both

Email Address: Starts With

Domains: Starts With

Employee Types: Starts With

Position ID: Starts With

Native DeepLink User: ☐ Yes ☐ No ☒ Both

3

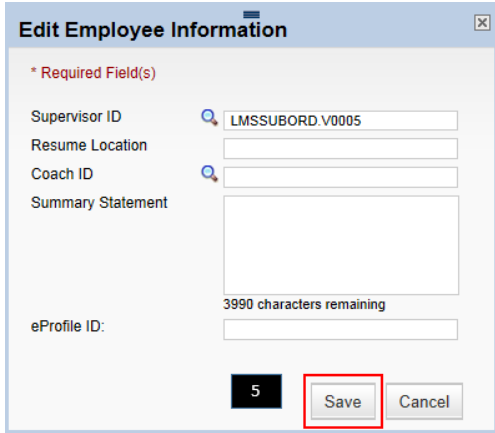
Search **Reset**

4. Select the correct supervisor from the search results.

View Users Results


User ID	User Name	Domain ID	Job Location	Organization ID	Emp Type	
LMSSUBORD.V0002	LMSSUBORD, VA0002	TEST	82	TEST.040		4 Select
LMSSUBORD.V0003	LMSSUBORD, VA0003	TEST	82	TEST.040		Select
LMSSUBORD.V0004	LMSSUBORD, VA0004	TEST	82	TEST.040	1	Select
LMSSUBORD.V0005	LMSSUBORD, VA0005	TEST	82	TEST.040	1	Select
LMSSUBORD.V0006	LMSSUBORD, VA0006	TEST	82	TEST.040	1	Select
LMSSUBORD.V0007	LMSSUBORD, VA0007	TEST	82	TEST.040	1	Select
LMSSUBORD.V0008	LMSSUBORD, VA0008	TEST	82	TEST.040	1	Select
LMSSUBORD.V0009	LMSSUBORD, VA0009	TEST	82	TEST.040	1	Select
LMSSUBORD.V0010	LMSSUBORD, VA0010	TEST	82	TEST.040	1	Select

5. Select **Save**. You have successfully added a supervisor to your talent profile.




Edit Employee Information

* Required Field(s)

Supervisor ID  LMSSUBORD.V0005

Resume Location

Coach ID 

Summary Statement

3990 characters remaining

eProfile ID:

5 **Save** Cancel

Search the VA TMS Catalog

Conduct Keyword Searches

1. Navigate to the **User** home page where there is a textbox for conducting keyword searches in the VA TMS catalog.
2. Enter letters or words in the textbox to return all catalog items containing that information.
3. Select **Go**.

4. From this screen, you can add items to your To-Do List, request schedules, and launch online content. **NOTE:** The To-Do List is sometimes referred to as the Learning Plan in the VA TMS.
5. Refine your search by selecting or deselecting the different types of training listed at the top of the screen.
6. Select **Go**.

Title	Type	Price	Status	Action
Independently Study Industry trends in Data Handling Principles, Procedures, and Techniques, and Sh		0.00 (USD)	--	Add to Learning Plan Start Course
1HR Connect		0.00 (USD)	--	Add to Learning Plan Start Course
2013 National Public Affairs and Outreach Training Academy		0.00 (USD)	--	Add to Learning Plan Request Schedule Start Course

7. Select **Advanced Search** to conduct a more in-depth search of the VA TMS catalog.

8. Select **Keywords** for your advanced search.
9. Enter **advanced search criteria** using the drop-down lists and Select links.
10. Select **Search**. You have successfully conducted a keyword search in the VA TMS.

Helpful Hints:

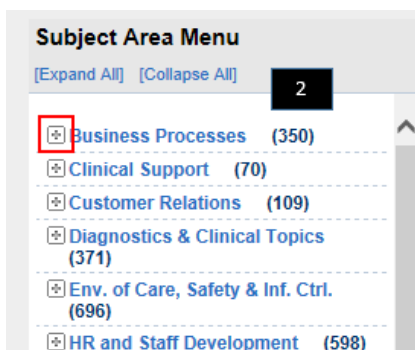
- Be as specific as possible when entering your search criteria.
- Look for learning items by item number for faster and easier searches.

Browse the VA TMS Catalog

1. In addition to conducting keyword searches, you can also browse the VA TMS catalog. Select **Browse** on your home page.



2. Select the **plus sign** to view all topics under a particular subject area.



3. Select a **topic** to view all related catalog items.



4. Select **Calendar of Offerings**.



Browse Catalog **Calendar of Offerings** 4

Subject Area Menu
[Expand All] [Collapse All]

- Business Processes (350)
 - Acquisition & Procurement (114)
 - Body Mechanics (1)
 - Budgeting/Finance (138)
 - CARES (Capital Asset Realignment) (1)
 - Coding (11)
 - Compliance (108)
 - Contract Officer Training (23)
 - Contracting (80)

Items
Acquisition & Procurement (114)

 **Contracting with Small Business Conc**

Description : This course defines and describes fi
underst [More »](#)

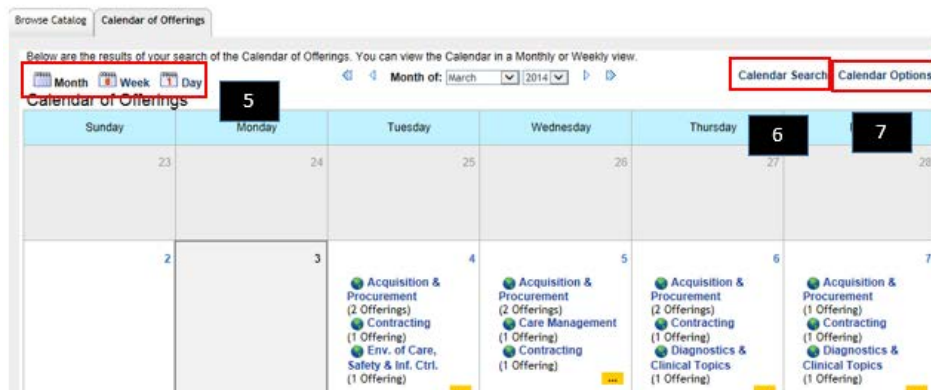
Length: 8.00 **Status:** --

Cost: See Offerings

Schedule Offerings

Description	Start Date/Time	Location
No Description	5/19/2014 08:00 AM America/New York	VA Acq 7485 Ne 21703 -

- This screen displays all scheduled offerings of the topic you've selected according to date. Select **Month**, **Week**, or **Day** to change your calendar view.
- Select **Calendar Search** to search for catalog items on your calendar.
- Select **Calendar Options** to update your calendar preferences, such as the first day of the week. You have successfully browsed the VA TMS catalog.



Browse Catalog **Calendar of Offerings**

Below are the results of your search of the Calendar of Offerings. You can view the Calendar in a Monthly or Weekly view.

☒ Month ☐ Week ☐ Day

Month of: March 2014

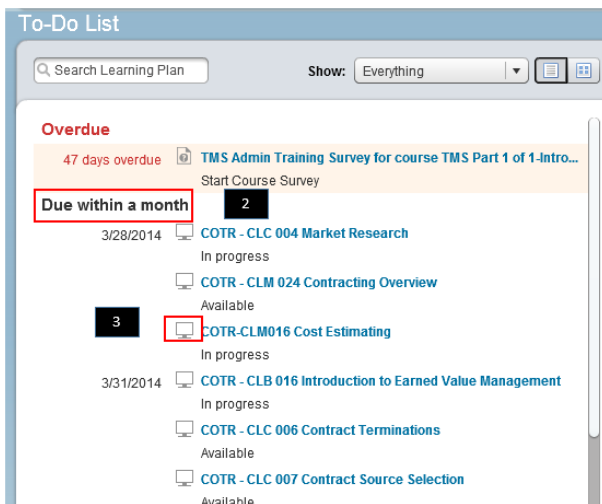
Calendar Search **Calendar Options**

Calendar of Offerings 5

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	
2	3	4	5	6	7	
		<ul style="list-style-type: none"> Acquisition & Procurement (2 Offerings) Contracting (1 Offering) Env. of Care, Safety & Inf. Ctrl. (1 Offering) 	<ul style="list-style-type: none"> Acquisition & Procurement (2 Offerings) Care Management (1 Offering) Contracting (1 Offering) 	<ul style="list-style-type: none"> Acquisition & Procurement (2 Offerings) Contracting (1 Offering) Diagnostics & Clinical Topics (1 Offering) 	<ul style="list-style-type: none"> Acquisition & Procurement (1 Offering) Contracting (1 Offering) Diagnostics & Clinical Topics (1 Offering) 	

View Your To-Do List

1. Navigate to the **User** home page to view your To-Do List.
2. Your To-Do List will always show **Overdue** items first, highlighted in red. Next, **items due within a week**, **due within a month**, and then **due later** will display. **Items with no due date** will appear at the bottom.
3. Each item on the To-Do List has an icon next to it to indicate the type of training. The **instructor** icon indicates instructor-led training. The **computer** icon indicates online training. The **instructor/computer** icon indicates blended learning. The **page** icon indicates something other than training, such as an assessment or survey.

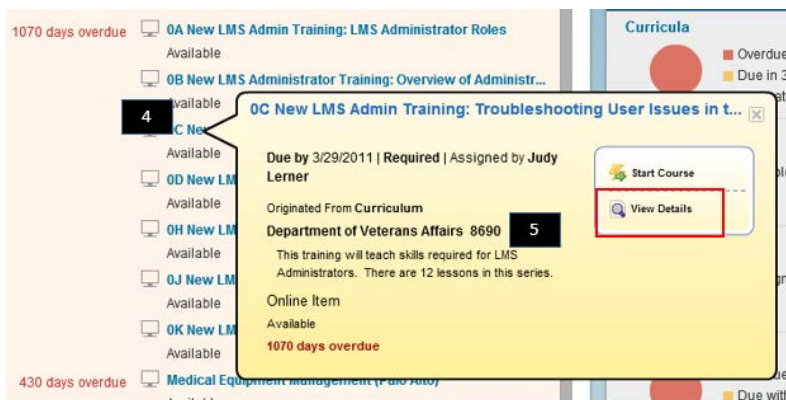


The screenshot shows the 'To-Do List' interface. At the top, there is a search bar labeled 'Search Learning Plan' and a 'Show:' dropdown menu set to 'Everything'. Below this, the list is categorized into 'Overdue' and 'Due within a month'.

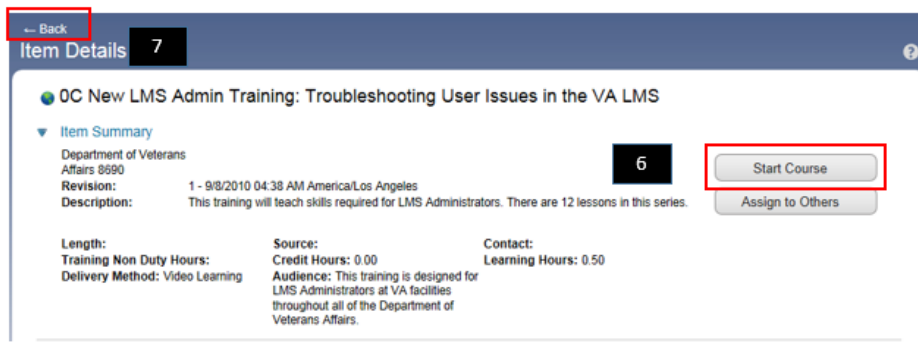
Overdue: A red banner indicates '47 days overdue'. The first item is 'TMS Admin Training Survey for course TMS Part 1 of 1-Intro...' with a 'Start Course Survey' link. It has a black square icon with the number '2'.

Due within a month: A red banner indicates 'Due within a month'. The first item is '3/28/2014 COTR - CLC 004 Market Research' with a computer icon and 'In progress' status. The second item is 'COTR - CLM 024 Contracting Overview' with a computer icon and 'Available' status. The third item is '3 COTR-CLM016 Cost Estimating' with a computer icon and 'In progress' status. The fourth item is '3/31/2014 COTR - CLB 016 Introduction to Earned Value Management' with a computer icon and 'In progress' status. The fifth item is 'COTR - CLC 006 Contract Terminations' with a computer icon and 'Available' status. The sixth item is 'COTR - CLC 007 Contract Source Selection' with a computer icon and 'Available' status.

4. When you place your cursor over an item in **List View**, a new window appears that provides more information about the item and links to various actions.
5. Select **View Details**.



6. This page displays all of the details for the course. Select **Start Course** to launch the online content.
7. Select **Back** to return to your home page.






8. Select the **Card View** icon to change the view of your To-Do List from a list to individual cards. You can take actions such as **Start Course** or **View Details** from this view. You have successfully viewed your To-Do List.

3/28/2014

COTR - CLM 024 Contracting Overview


Due by 3/28/2014 | Required | Assigned by CLARENCE BASHSHAR




Department of Defense 74379 **8**

The Contracting Overview module gives an overview of the market research process, the process for developing criteria or factors...[more](#)

22 days remaining Available

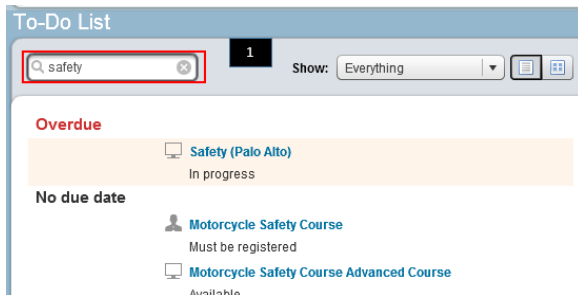
 Start Course

 View Details

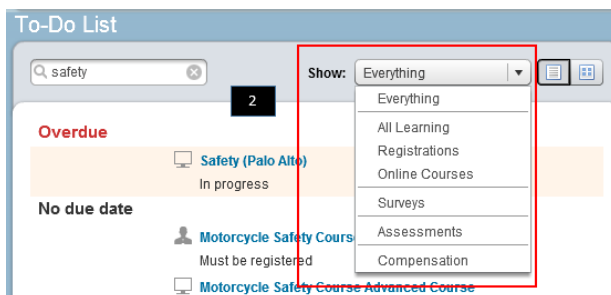


Search Your To-Do List

1. Enter keywords in the **Search** textbox to search for items on your To-Do List.



2. Select the **Show** drop-down list to customize your search. For example, you can select **Online Courses** to display only your online courses. You have successfully searched your To-Do List.



Add Items to Your To-Do List

1. In the Catalog Search Textbox on the user home page, enter letters or words to return all catalog items containing that information.
2. Select **Go**.

3. You can also select the **Browse** link to search for courses.

4. Once you find the desired course on the Catalogs Search Results page, select **Add to Learning Plan** to add the item to your To-Do List. You have successfully added items to your To-Do List.

Title	Type	Price	Status	Action
1 Webinar - An Introduction to the VA Program/Project Management FAC-P/PM Certification		0.00 (USD)	--	Add to Learning Plan Start Course Assign to Others
501 Questions and Answers for Company Directors and Company Secretaries		0.00 (USD)	--	Add to Learning Plan Start Course Assign to Others



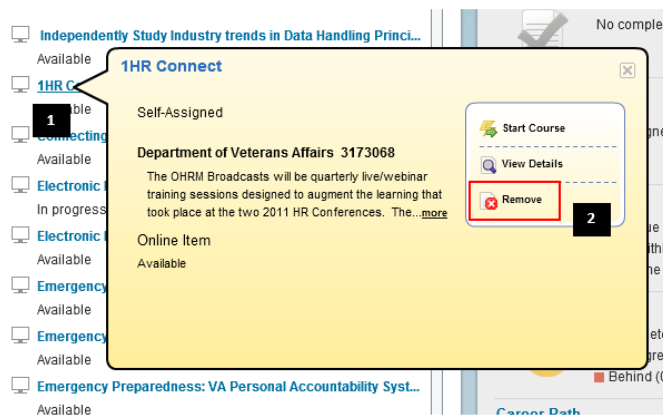
Helpful Hints:

- Not all items can be automatically added to your To-Do List. However, you can usually self-register for an online course and add it to your own To-Do List, and some classroom-based training may also allow self-registration.
- For items that do not allow self-registration, follow the VA TMS prompts to request registration pending approval from your supervisor or administrator.

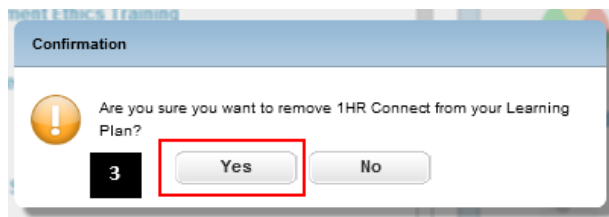


Remove Items from Your To-Do List

1. To remove an item, hover over an item (in List View) on your To-Do List on the User home page.
2. Select the **Remove** link.



3. Select **Yes** to confirm that you want to delete the item. You have successfully removed an item from your To-Do List.



Helpful Hints:

- You can only remove items that you have added yourself. Items assigned by someone else can only be removed by an approved administrator.
- Supervisors can remove assigned learning from their direct reports' To-Do Lists only if they added the item.

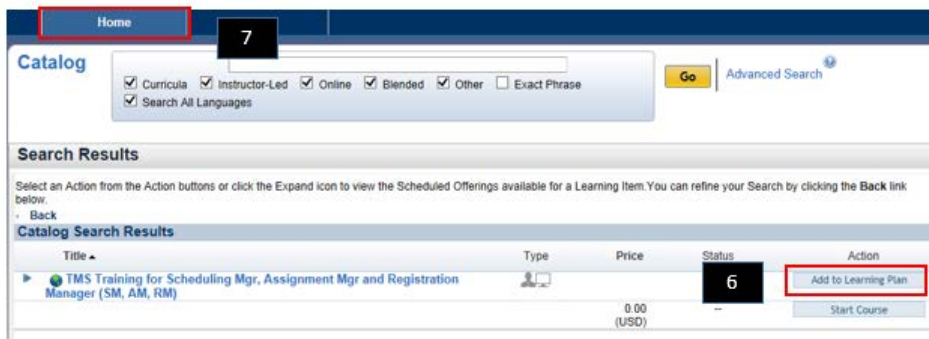
Register for VA TMS Courses

1. Navigate to the **User** home page.
2. Select **Browse**.

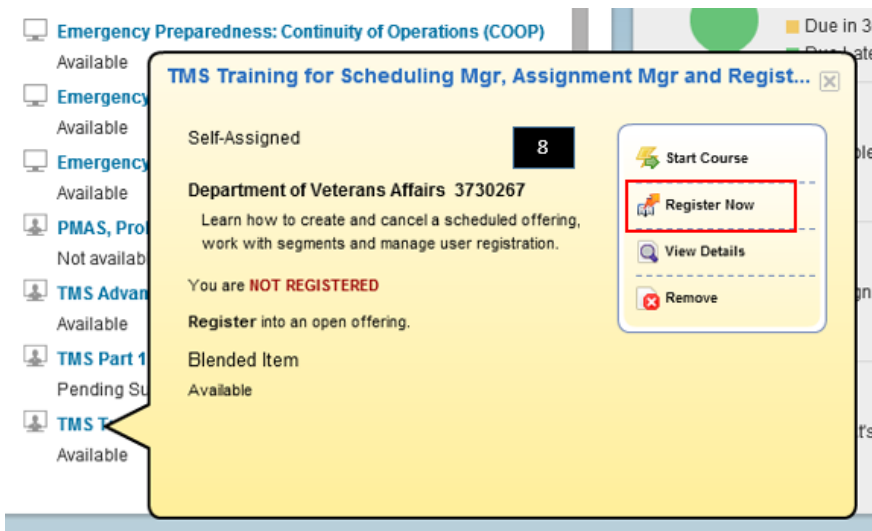
3. Select **Advanced Search**.

4. Enter your **advanced search criteria**.
5. Select **Search**.

6. Select **Add to Learning Plan**. **NOTE:** The To-Do List is sometimes referred to as the Learning Plan in the VA TMS.
7. Select **Home** to return to your To-Do List.



8. Hover over the item on your To-Do List and select **Register Now**.





9. Select **Register Now** for the scheduled offering you wish to participate in.

Registration [Help](#)

TMS Training for Scheduling Mgr, Assignment Mgr and Registration Manager (SM, AM, RM)
VA 3730267
Revision: 1 - 5/31/2012 05:15 PM America/New York
Item Description: Learn how to create and cancel a scheduled offering, work with segments and manage user registration.

Assignment Information

Required Date: Completion Date: Days Remaining:
Assignment Type: Required Assignment Date: 2/14/2014 Assigned By:

Current Registration

Dates and Times

Day (s)	Start	End	Location	Available Seats	Price	Action
1	3/10/2014 01:00 PM America/New York	3/10/2014 04:30 PM America/New York	- 1-800-767-1750 access code 48595	19	9 0.00 (USD)	View Details Register Now

Request Schedule

10. Enter any comments you would like associated with your registration.

11. Select **Confirm**. You have successfully registered for a VA TMS course.

Registration [Help](#)

Lastly, enter any comments that you wish to be associated with your request and/or registration.

[Previous](#) [Confirm](#)

Offering

TMS Training for Scheduling Mgr, Assignment Mgr and Registration Manager (SM, AM, RM)
VA 3730267
Revision: 1 - 5/31/2012 05:15 PM America/New York
Start Date: 3/10/2014 01:00 PM America/New York
End Date: 3/10/2014 04:30 PM America/New York
Capacity: 4 of 23 enrolled, 0 waitlisted
Price : 0.00 (USD)

Registration Comments

User Name: 10

Registration Status: ENROLL (Enrolled)

Accreditation Requested: ☒

Comments:

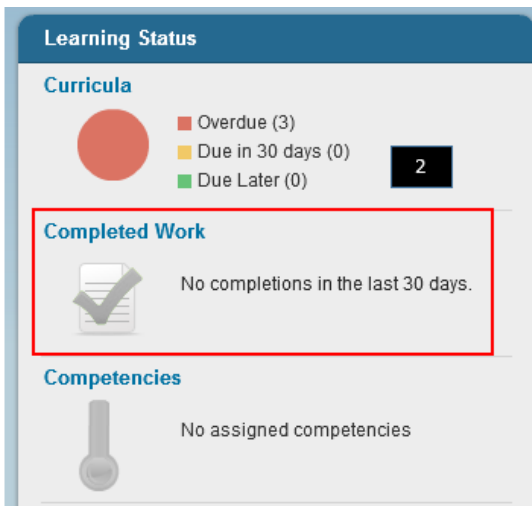
11

[Previous](#) [Confirm](#)



Access and Filter Completed Work

1. Navigate to the **User** home page.
2. Select the **Completed Work** tab in the Learning Status section of your home page.



Learning Status

Curricula

Overdue (3)
Due in 30 days (0)
Due Later (0)

Completed Work

No completions in the last 30 days.

Competencies

No assigned competencies

- This page lists all of the learning events that you have completed, along with their status and completion dates. Select the **drop-down arrow** next to **Show Completions** to filter the view of your completed work. This feature allows you to display completed work after, before, or between certain dates.

The screenshot shows the 'Completed Work' page with a table of learning events. A dropdown menu is open next to the 'Show Completions' label, showing options: All, After, Before, and Between. The 'All' option is currently selected.

Type	Title	Status	Completion Date
Learning	Annual Government Ethics Training	Complete	11/26/2013
Learning	Contractors in the Workspace w/OGC	Complete	11/18/2013 02:00 PM
Learning	VALU Employee FedTraveler.com User and Alternate Pr	Complete	9/19/2013 01:26 PM
Learning	Award Preparation/Award/Post-Award/Closeout	Complete	9/18/2013 04:34 PM
Learning	TMS Part 2 of 3 Training for Domain Mgr, Learning Mgr, I	Complete	9/18/2013 04:30 PM
Learning	Proposal Evaluations	Complete	9/18/2013 04:17 PM
Learning	Unauthorized Commitments (UAC)	Complete	9/18/2013 04:13 PM

- For example, if you select **Between** from the drop-down list, you will enter specific date range and then select **Find**. Only those completed items within the date range will appear. You have successfully accessed and filtered your completed work.

The screenshot shows the 'Completed Work' page with the 'Show Completions' dropdown set to 'Between'. A red box highlights the date input fields, which are currently empty and show a placeholder 'MM/DD/YYYY'. A red error message 'The date input is not valid' is displayed above the fields. The 'Find' button is also highlighted.

Print Completion Certificates

1. If you hover over an item on your Completed Work page, you can choose to view details, print a completion certificate, or review content. Select **Print Certificate**.



2. You have successfully printed a completion certificate. Below is a sample **Certificate of Completion**.

Certificate of Completion

This certifies that

Has successfully completed

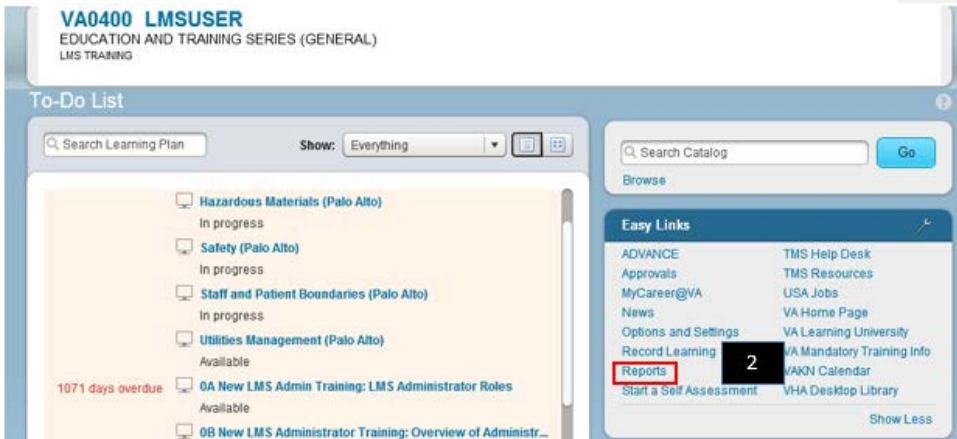
Annual Government Ethics Training

Completed on Nov 26, 2013 12:21 PM

Instructor

Print Your Learning History

1. Navigate to the **User** home page.
2. Select the **Reports** easy link.



The screenshot displays the TMS user interface for user VA0400 LMSUSER. The page is titled "EDUCATION AND TRAINING SERIES (GENERAL) LMS TRAINING". The main content area is divided into two sections: "To-Do List" and "Easy Links".

The "To-Do List" section includes a search bar and a dropdown menu set to "Everything". It lists several tasks:

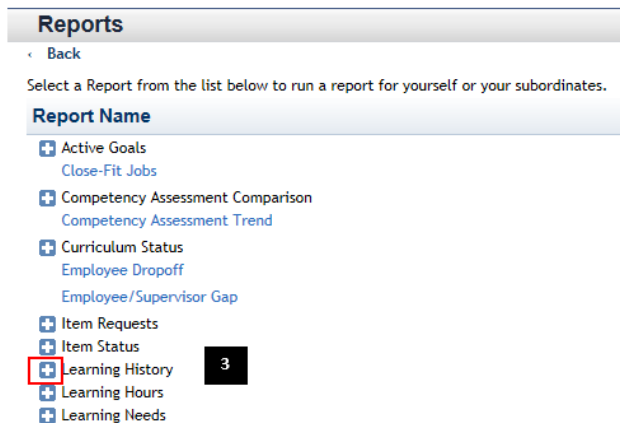
- Hazardous Materials (Palo Alto) - In progress
- Safety (Palo Alto) - In progress
- Staff and Patient Boundaries (Palo Alto) - In progress
- Utilities Management (Palo Alto) - Available
- 0A New LMS Admin Training: LMS Administrator Roles - Available (1071 days overdue)
- 0B New LMS Administrator Training: Overview of Administr...

The "Easy Links" section contains a grid of links:

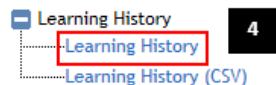
Easy Links	
ADVANCE	TMS Help Desk
Approvals	TMS Resources
MyCareer@VA	USA Jobs
News	VA Home Page
Options and Settings	VA Learning University
Record Learning	VA Mandatory Training Info
Reports	VAKN Calendar
Start a Self Assessment	VHA Desktop Library

The "Reports" link is highlighted with a red box, and a black box with the number "2" is placed over it.

- This page lists all of the reports that you can run on yourself in the VA TMS. Select the **plus sign** next to **Learning History**.



- Select **Learning History** from the drop-down list. **Note:** The Learning History (CSV) option will generate your report into an Excel format.



- This page allows you to enter specific criteria in order to filter report results. You can choose to run a report for **Self**, **Direct Subordinates**, **All Subordinates**, or **All**.
- You can add a **Report Title** and **header** or **footer**.
- You can send the report to your **browser** or **local file**. The browser is the most common default.
- You can select the **Report Format** as html or .pdf.
- In some organizations, users' IDs are classified as sensitive information. To hide user IDs, you can check **Mask User IDs**.
- You can check **Page Break Between Records** if you want to start each report record on a new page.



12. You can select the **calendar icon** to enter date ranges for reports.
13. You can select the **Report Type** as Summary or Detail.
14. You can choose to include **Item Events**, **External Events** or **Both** in your report.
15. You can choose to **Print Comments** in your report.
16. You can choose to **Sort Items** by Completion Date or Item ID.
17. Once you have entered your report criteria, select **Run Report**. You have successfully printed your Learning History.

Run Learning History

User: ☒ Self ☐ Direct Subordinates ☐ All Subordinates ☐ All **6**

Report Title: **7**

Report Header:

Report Footer:

Report Destination: **8**

Report Format: **9**

☒ Mask User IDs **10**

☒ Page Break Between Records **11**

Completed Date From: **12**

Completed Date To: **13**

Report Type: ☒ Summary ☐ Detail **14**

Include: ☐ Item Events ☐ External Events ☒ Both **15**

Print Comments: ☐ Yes ☒ No **16**

Sort Items: ☒ Completion Date ☐ Item ID **17**

Run Report **Reset**

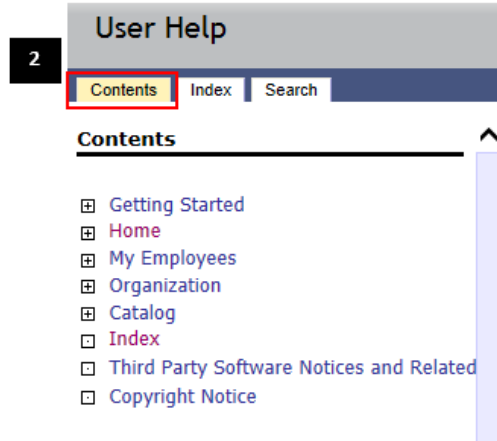


Access and Navigate VA TMS Help

1. Select the **Help question mark icon** which is located in the upper right portion on every VA TMS page.



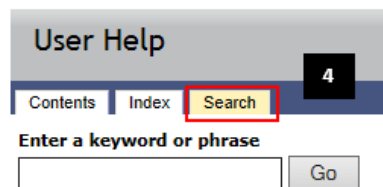
2. From here you can access three different Help functions – Contents, Index, or Search. Select **Contents** to choose a topic and learn more about it.



3. Select **Index** to view a detailed, alphabetical list of subject areas that you can choose to learn more about.



4. Select **Search** to open a textbox where you can type and search on keywords. You have successfully accessed and navigated the VA TMS Help.



Helpful Hints:

- Select the TMS Help Desk easy link to locate contacts for additional assistance with the VA TMS.